

CITY OF SNOHOMISH
Snohomish County, Washington
January 1, 1994 Through December 31, 1994

Schedule Of Federal Findings

1. The City Should Comply With All Requirements Of The Drug-Free Workplace Act Of 1988

The city's 1994 federal funding was received indirectly through various state agencies, however, the city signed a grant agreement specifically requiring compliance with the drug-free workplace requirements.

The general requirements of the *Compliance Supplement for Single Audits of State and Local Governments* requires that:

All grantees receiving grants . . . from any Federal agency must certify that they will provide a drug-free workplace.

The grantee certifies that it will provide a drug-free workplace by: (summarized)

- a. Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establish an ongoing drug-free awareness program for all employees.
- c. Each employee engaged in the performance of the grant must be given a copy of the policy.
- d. Notifying the employee in the policy that, as a condition of employment under the grant, the employee will: 1) Abide by the terms of the statement; and 2) notify the employer in writing of any criminal drug statute conviction violation occurring in the workplace.
- e. Notifying the agency in writing after receiving notice of a violation.
- f. Taking actions within 30 calendar days of receiving notice.

The city's drug-free workplace policy, adopted November 1992, does not include elements b. and c. as required by the Drug-Free Workplace Act.

Additionally, the city's policy requires each employee engaged in the performance of the grant "verify in writing" their compliance with the policy. This had not been done.

Without a complete drug-free workplace policy, the city is not in compliance with federal/grant requirements.

We recommend the city expand their drug-free workplace policy to cover all of the requirements of the Drug-Free Workplace Act of 1988 as cited above, and obtain employee verifications as cited in city policy.